



# Richard Coates CE Middle School

Thornhill Road  
Ponteland  
Newcastle upon Tyne  
NE20 9QB

Phone: 01661 823167

Fax: 01661 821183

Email: [admin@pontelandcoates.northumberland.gov.uk](mailto:admin@pontelandcoates.northumberland.gov.uk)

Headteacher: Mrs Heather M. Cape

08 May 2017

Dear Applicant

## **Re: Out of School and Holiday Club Play Worker**

Thank you for your interest in the post of "Out of School Club and Holiday Play Worker" at Richard Coates CE School, Ponteland. If you enjoy working with children, or are thinking of pursuing a career in education or childcare, this is an exciting and unique opportunity and we very much look forward to hearing from you. No formal qualifications are needed – you will be able to train as you work.

Richard Coates is an incredible place to work. The pupils' behaviour is exemplary (Ofsted 2013) and the staff are a dedicated team of professionals who work closely and supportively with each other. The school is currently a large middle school of 480 pupils with a team of teachers (26) and non-teaching staff (15). From September 2017 we will be welcoming children into our primary school classes. We will continue to provide education for 3 – 13 year olds until a new secondary school is built in Ponteland in September 2019. At this point we will move to the first school site next door and operate as a 3 – 11 primary school.

As part of our primary school offer we are looking to establish a wrap around and holiday child care service. The successful candidates will be expected to supervise children and organise and lead activities with children across the primary school age. A key element to the role will be to ensure the highest standards of children's welfare through adhering to health and safety procedures and safeguarding requirements.

We are looking for people who:

- Have a positive attitude towards children and enjoy working with them
- Have excellent listening skills
- Are patient and tolerant
- Are creative
- Can use their initiative
- Enjoy working as part of a team
- Are flexible and adaptable
- Are willing to take on training and development
- Wish to widen their experience working with primary aged children in a school based setting

Your day-to-day work may include:

- providing and setting up play areas, materials and equipment
- giving out refreshments
- talking to children about their concerns or worries
- dealing with injuries and emergencies
- building relationships with parents, carers, and professionals

- keeping records and looking after petty cash
- planning and supporting activities in sports, drama, music, den building, cooking and creative games

We can offer you:

- Part time hours with the flexibility to work around existing college, school or work commitments
- A commitment to development and training including certified courses such as First Aid Qualifications and Safeguarding Children Training
- Training, support and experience of planning and leading activities with children
- A free childcare place for your own child
- The opportunity to work for a fun and supportive team of people

The successful candidates will begin in post in September 2017 although some agreed input and training may be required before this. All successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check before they start (for more information please go to [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview)).

The closing date for applications is 9 a.m. Friday 26<sup>th</sup> May 2017. If you have not heard from the school within 14 days of the closing date, please assume that on this occasion your application has been unsuccessful.

Yours sincerely,

Mrs Heather Cape  
Headteacher